

**CITY OF MEDINA
PLANNING COMMISSION
MEETING MINUTES**

Tuesday, September 7, 2004
7:00 p.m.

Medina City Hall
501 Evergreen Point Road

CALL TO ORDER:

Chairman Mark Lostrom called the meeting to order at 7:04 p.m.

ROLL CALL:

Present: Chairman Mark Lostrom, Vice Chair Mark Nelson, Bret Jordan, Robert Brog, Holly Greenspoon, Jim Lawrence

Absent and Excused: Nancy Price

City Staff Present: Joseph Gellings, Planning Director; Tim Tobin, City Engineer, Roth Hill Engineering; Rachel Baker, Administrative Assistant

MINUTES:

MOTION AND SECOND TO APPROVE MEETING MINUTES FROM AUGUST 3, 2004 PLANNING COMMISSION MEETING, PASSED UNANIMOUSLY AT 7:05 P.M.
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PUBLIC HEARING:

Construction Mitigation Plan – Level II – Medina Properties, LLC – 7722 Overlake Drive West – Demolition of existing residence and construction of a new larger single-family residence.

Public Hearing opened at 7:06 p.m. There were no neighbors present during public hearing and no public comments were received.

Mr. Tobin briefed Commission regarding the above Construction Mitigation Plan (CMP) and its site-specific mitigation issues. Mr. Tobin outlined safety revisions, regulations for construction traffic activities and travel routes for CMP.

Eric Whiting, Medina Properties, LLC was sworn in prior to testimony (7:11 p.m.).

Mr. Whiting addressed Commission with request to accommodate additional parking for seven to ten vehicles on property to the west. Property would be accessible to front driveway from backyard access. Mr. Whiting agreed appropriate staging would be performed to accommodate vehicle parking. He acknowledged that construction traffic would be routed and performed around school hours as required.

Applicant stated he would like to keep existing barn on property and may apply for a variance in the future, since the barn is located over property line. Mr. Gellings informed the Commission that the barn is considered a non-conforming structure and compliance would not be required, however he will confer with the city attorney.

Discussion followed regarding staging and parking area.

MOTION AND SECOND TO APPROVE CMP AS REVISED. AFTER FURTHER DISCUSSION THE PLANNING COMMISSION UNANIMOUSLY APPROVED CMP WITH THE FOLLOWING CONDITIONS:

1. BEFORE DEMOLITION, FOR SAFETY PURPOSES, CHAIN LINK CONSTRUCTION FENCING SHALL BE ERECTED ALONG THE NORTH SIDE OF THE GRAVEL PATH AND CONSTRUCTION SAFETY FENCING SHALL BE ERECTED ALONG THE TOP EDGE OF THE NEW ROCKERIES WITH APPROPRIATE SETBACK.
2. PROPOSED STAGING AREA AND NEW BURIED UTILITIES SHALL BE A MINIMUM OF 8 FEET FROM THE EXISTING 15" DEAD OR CEDAR TREE (LABELED 12" CEDAR ON DRAWING).

ADDITIONALLY, SUPPLEMENTAL CONSTRUCTION PARKING IS ACCEPTABLE ON 7720 OVERLAKE DRIVE WEST; ON A PROPERLY PREPARED SURFACE BEHIND THE VACANT HOUSE OWNED BY MEDINA PROPERTIES, LLC. (7:25 P.M.)

Chair Lostrom closed the Public Hearing at 7:26 p.m.

DISCUSSION:

Site Plan Review (7:26 p.m.)

Mr. Gellings briefed Commission on the history of Council's recommendation for a Site Plan Review Ordinance. He also informed the Commission of Council's directive for city staff to conduct a legal defensibility analysis on the Ordinance and to improve clarity of the Ordinance for Medina residents. Mr. Gellings indicated he would convey the

Commission's recommendations to the Council once the Commission has agreed to his write-up of their recommendations. Site Plan Review scheduled for City Council Study Session, September 27th.

The Commission continued discussion with an emphasis on the City's obligation to its current and future residents and indicated they would like an option to build flexibility into ordinance to review and/or modify in one year, if needed.

Discussion followed.

LOSTROM INDICATED HE WILL COLLECT SITE PLAN REVIEW COMMENTS FROM COMMISSION MEMBERS VIA EMAIL AND PROVIDE A FINAL VERSION WITH EDITS TO GELLINGS PRIOR TO CITY COUNCIL STUDY SESSION.

Planning Commission Work Plan (9:04 p.m.)

Mr. Gellings relayed to the Commission, Council's request to receive a list of items the Planning Commission proposes to visit between now and end the end of next year.

THE FOLLOWING ITEMS WILL BE RANKED BY IMPORTANCE AND TIME NEEDED TO COMPLETE BY COMMISSION MEMBERS AND FORWARDED TO GELLINGS. GELLINGS WILL PRESENT PRIORITIZED LIST TO CITY COUNCIL (10:01 P.M.).

1. STAND ALONE ACCESSORY USES
2. RIGHT OF WAY UTILITY (UNDERGROUNDING)
3. PROPORTIONED LOT COVERAGE TO HEIGHT
4. DEDUCTING EASEMENT FROM LOT WIDTH FOR SIDE SETBACK CALCULATION
5. INVOLVEMENT IN CITY FACILITY PLANNING
6. PITCHED ROOF INCENTIVES
7. PLAY STRUCTURES
8. RE-EVALUATION OF REGULATIONS ORIGINATING FROM PLANNING COMMISSION
9. STREAMLINING PERMIT PROCESS
10. SITE PLAN LANGUAGE TO THE SPECIAL USE PERMIT APPLICATION

Discussion followed.

ADJOURNMENT:

The September 7, 2004 Planning Commission meeting adjourned at 10:02 p.m.

Rachel Baker, Administrative Assistant